



Richard E. Constable, III
Chairman

Anthony L. Marchetta
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

JOB TITLE: Occupancy Specialist II (2 positions) **ISSUE DATE:** 3/07/2013

RANGE: (9)

DIVISION: Property Management

FL STATUS: Exempt ☒ Non-Exempt ☐

UNION STATUS: Professional Unit ☒ Administrative Unit ☐ Non-Union ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Under supervision of the Assistant Director of Property Management, process HUD subsidy shortfalls; conduct pre-occupancy meetings with new owners, agents and managers; train staff on the occupancy requirements specific to each new development and oversee occupancy staff when rent up begins to resolve any problems, including rent amounts, proper income limits, etc; provide on-the-job training to new and existing occupancy staff to ensure thorough understanding of policies and procedures related to tenant occupancy, eligibility, TRACS, vouchers and tenant file reviews; assist with the development and implementation of a plan of action to assist the development in becoming compliant with HUD requirements; review tenant selection plans and affirmative fair housing marketing plans; assist owners who fail their occupancy reviews; ensure that site managers and occupancy staff are thoroughly familiar with policies and procedures related to tenant occupancy and eligibility requirements. Provide updated information on changes in Federal and Tax Credit regulations; participate on the committee for the Annual Governor's Housing Conference; and perform related duties as requested by the Director and/or Assistant Director.

MINIMUM REQUIREMENTS

EDUCATION / EXPERIENCE:

Two year college degree; five (5) years of related experience; or any equivalent combination of education and experience that meets the required knowledge, skills and abilities.

SKILLS:

Knowledge of HUD rules and regulations governing tenant selection, eligibility, and the certification/recertification requirements; knowledge of HMFA statutes and regulations; proficiency in MS Office applications; Ability to apply complex regulations to varying situations; Ability to troubleshoot technical problems within the TRACS system; ability to perform mathematical computations, to work independently, to communicate effectively orally and in writing and to accomplish multiple assignments simultaneously. Other requirements: Some travel is required.

BENEFITS

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays. Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: hrjobs@njhmfa.state.nj.us THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.